

**Department of Performance Studies****Fall 2022/Spring 2023 Academic Conference Travel Reimbursement Award  
Application**

Travel awards are funded by the Department of Performance Studies and are limited to academic conferences attended between October 1, 2022, to July 1, 2023. MA and Ph.D. students are limited to 1 grant per academic year. The sole purpose of the award is to help a student offset the cost of presenting and attending an academic conference.

Amount: \$300 (max) per student as an expense reimbursement.

Original receipts must be provided, and payment is made when the trip is completed.

Once notified of the award, the student must deliver all original reimbursement materials within two weeks of completing the trip, or the award will be forfeited. If a student does not attend the conference, they must notify the department. Funds will be forfeited if the conference is canceled or made virtual for COVID-related reasons and travel is not possible. Students are not eligible for any deposits or fees paid for conference attendance, only for the type of travel-related expenses listed below:

Travel Grant can be used toward:

- Airfare (original boarding passes and RECEIPT-not BOOKING CONFIRMATION-required)
- Train/Bus fare (original boarding passes/ticket stubs and receipt)
- Lodging (final ITEMIZED hotel invoice stating a \$0.00 balance)
- International Travel requires Dean and Department Chair level approval before travel occurs.

Please submit your application to Noel Rodriguez, Jr (602) or by email to [nr22@nyu.edu](mailto:nr22@nyu.edu).

If awarded, submit reimbursement materials to Allison Brobst (Front Desk)

**Student Name:** \_\_\_\_\_ **NYU ID#** \_\_\_\_\_

**Intended Degree (circle one):**      MA                      PhD

**Local Address (including apartment number and zip code):**

\_\_\_\_\_

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**Telephone #:** \_\_\_\_\_ **NYU Email Address:** \_\_\_\_\_

**Funds are requested to attend (Name of Conference, Location, Dates):** \_\_\_\_\_

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*Please provide the title of the paper below and attach a printout of email approval from conference organizers as verification that your paper has been accepted.*

**Title of Paper:**

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